



**City of Long Beach
Workforce Development Bureau**

**Increase your Recruiting Efforts
Job Order**

For more information contact: Cynthia Patron

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Date: _____

Company Information

Phone: _____ **Fax:** _____ **e-mail** _____

Name: _____

Contact Person: _____ **Title:** _____

Address: _____
No. & Street City, State & Zip Code

Type of Industry: _____ **Years in Business** _____ **No. of Employees:** _____

Benefits: None ☐ Med. ☐ Dental ☐ Vision ☐ Retirement ☐ Effective: _____
Other: _____

Position Title: _____ **Position Reports to:** _____

Location of position if different from Co. (site): _____ **Total Openings** _____

SHIFT: M ☐ T ☐ W ☐ Th ☐ F ☐ S ☐ S ☐ Day ☐ Swing ☐ Night ☐ Flex ☐

Salary: _____ /hr. mo., annual - **Salary** _____ + Commission **Hours** _____ to _____

Type of Position: Perm ☐ Temp ☐ F/T ☐ P/T ☐ Seasonal ☐

Required Skills: experience, education:

Job Description: _____

Is your Company in the Enterprise Zone? Yes ☐ No ☐

Referral Procedure: please check

Fax Resume ☐ Mail Resume ☐ E-mail ☐ Apply in person ☐ Call for appt. ☐

Refer to EDD CalJobs Yes ☐ No ☐ If Yes _____

Company CA Tax ID _____

CTC Personnel ONLY:

VOS ☐ Cal Jobs ☐ RC ☐ Dist ☐